

WORKFORCE SERVICES

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SCSEP HOST AGENCY AGREEMENT

This agreement between Department of Labor and Regulation and _____
HOST AGENCY NAME

FEIN: _____ ADDRESS: _____

regarding the employment of participants of the Senior Community Service Employment Program (SCSEP). SCSEP employs participants to receive training to help them obtain unsubsidized employment. The host agency agrees to:

- Assist and encourage participants to seek and obtain unsubsidized employment and understand participants will use authorized time for appropriate job search activities while they are assigned to the Host Agency for training.
- Work with DLR to assist each participant in personal development, meeting with DLR staff on-site. The Host Agency understands participants will use authorized time to attend meetings, workshops, and/or to attend skills classes identified as appropriate for each participant's training.
- Consider participants for all job openings for which they are qualified and hire a participant, subject to the Host Agency's personnel procedures, into a position for which the participant is qualified when possible. Failure to consider a participant for an appropriate opening will result in termination of this agreement. The Host Agency also understands that no participant may begin an unsubsidized job while enrolled in SCSEP. A participant who does so must be exited first.
- Provide a safe and sanitary environment, give all participants any necessary safety instruction, and report any accidents immediately to DLR. The Host Agency will enforce the provisions of the Drug-Free Workplace Act of 1988.
- Provide adequate supervision, orientation, and necessary training to participants, and agrees to provide DLR with an accurate time sheet for each participant for each pay period.
- Sign a Community Service Assignment (CSA) Training Agreement for each participant placed with the Host Agency. The Host Agency shall not change a participant's duties or working conditions without first submitting a CSA Modification.
- Complete and return, in a timely manner, any reports or evaluations requested by DLR such as participant evaluations and the Host Agency Supervisor Contribution form and respond to any survey from the U.S. Department of Labor or its agents.
- Ensure each participant only works the total number of hours authorized by DLR and will be solely responsible for paying a participant for any hours worked more than those hours authorized.
- Ensure participants do not engage in any partisan or non-partisan political activity, nor work to promote a specific religious belief, during work time paid for by SCSEP. Certain defined activities, including making phone calls or sending letters to Congress or assisting others in these activities are prohibited.

The Host agency also understands SCSEP is designed to prepare participants for unsubsidized employment. DLR may transfer participants at any time to another training site to enable participants to receive alternative training. If a participant is found to be working as an employee at the host agency to which the participant has been assigned, this agreement will be terminated and the participant will be exited for failure to comply with program rules. The Host Agency shall not:

- Displace any employee or volunteer with a participant, nor assign a participant to perform the tasks of an employee on layoff, nor replace a non-SCSEP funded position with a participant.
- Discriminate based on race, color, religion, sex, national origin, disability, age, political affiliation or opinion, or ancestry.
- Require any participant to work overtime or additional volunteer hours.

By the signature below, the Host Agency agrees to all terms outlined above. The Host Agency understands this agreement may be terminated with 30 days with written notice, or immediately upon termination or reduction of funds.

SIGNATURE OF AUTHORIZED HOST AGENCY REPRESENTATIVE

_____/_____
DATE

Print Name: _____ **Title:** _____

SIGNATURE OF DLR SCSEP OFFICIAL

_____/_____
DATE